

New Jersey Shellfisheries Council

Administrative Guidelines



Atlantic Coast Section

Approved April 10, 2023



NJ Fish and Wildlife
Marine Resources Administration
Bureau of Marine Habitat and Shellfisheries

History

As early as the mid-1800s, the State of New Jersey's legislature was enacting new laws and regulations attempting to enable desired changes within the oyster industry and for the preservation of the oyster resource. The predecessor to today's shellfisheries Council enacted a number of historically important conventions, such as the establishment of the Oyster Bay Season, the moving of the line of demarcation (Southwest Line) between the natural and planting areas described by the act of 1856 to an area farther up the Bay in 1882 and, finally, to its current position as established in 1893. Comprehensive regulation began with the statute created by L. 1931, c. 187, which created the Board of Shell Fisheries with an eight (8) member board that had control of the industry and shellfish leasing. Later legislation repealed this power and established a Division of Shell Fisheries in the newly organized Department of Conservation. The functions of the Board were transferred to this new Division and a nine (9) member Shell Fisheries Council. Additional legislative changes occurred again in 1948 and finally, in 1979, the Legislature reorganized N.J.S.A. Title 50:1-1, et seq. directing full control of the industry and resource to the Commissioner (Commissioner) of the Department of Environmental Protection with considerable authority remaining with the Council, particularly with respect to the issuance of shellfish leases.

Today's New Jersey Shellfisheries Council, as authorized by N.J.S.A. Title 50:1-1, et seq., remains a vital conduit between the State of New Jersey and the oyster industry's membership. The Council is the primary advisory body to the Commissioner on shellfish matters and is composed of practicing commercial shellfishers. The Council is divided into two distinct sections and is responsible for the formulation of comprehensive policies for the preservation and improvement of the shellfish industry and resources within their respective regions. The Councils have the exclusive power to issue leases of State lands for the cultivation of shellfish. This process requires the Commissioner to ultimately approve the leases. Through these various acts, the Legislature clearly understood the importance of New Jersey's shellfish resources to the overall economy and well-being of New Jersey's citizens.

Composition

The Council membership is set by statute and consists of 10 members, all of whom shall be appointed by the Governor of New Jersey (Governor), with the advice and consent of the New Jersey Senate. The Council is divided into two distinct geographic sections covering the Atlantic Coast section and the Delaware Bay section. The two sections are a critically important link between the DEP's shellfish management program and the regional sectors. Each section of the Council consists of five members. The Atlantic Coast Section consists of five members from the counties of Cape May, Atlantic, Ocean, Burlington and Monmouth (one member from each county); while the Delaware Bay Section consists of five members from the counties of Cumberland (3) and Cape May or Salem (2). The members of the Council are non-paid appointees that strive to ensure the shellfish industry remains viable in New Jersey. The chairmen of the two sections of the Shellfisheries Council also hold seats on the New Jersey Marine Fisheries Council. Each member shall be a licensed and practicing shellfisherman and shall be chosen with due regard to his knowledge of and interest in the culture of harvesting of shellfish, the shellfish industry and in the conservation and management of shellfish.

Powers and Duties

Pursuant to N.J.S.A. 50:1-5, *"The Commissioner of Environmental Protection shall have full control and direction of the shellfish industry and resource and of the protection of shellfish throughout the entire*

State, subject to the provisions of this title. The Commissioner shall make such rules and regulations as may be necessary for the preservation and improvement of the shellfish industry and resource of the State, after consultation with the Shell Fisheries Council and subject to the disapproval, as hereinbefore provided, of the Marine Fisheries Council.”

The Council shall, subject to the approval of the Commissioner, formulate comprehensive policies for the preservation and improvement of the shellfish industry and resource of the State. The Council shall also: (1) consult with and advise the Commissioner and the Marine Fisheries Council with respect to the implementation of the shellfisheries program; (2) study the activities of the shellfisheries program and hold hearings with respect thereto as it may deem necessary or desirable; and (3) initiate, by resolution of the Council, proposed rules and regulations concerning shellfish to the Commissioner. No shellfish lease in any tidal waters of the State can be granted to any person (to use for the cultivation of shellfish) without the majority approval of the appropriate section of the Council and the approval of the Commissioner. In short, the current Council was implemented legislatively in a new form to contribute to the management of the shellfish resource and the shellfish aquaculture industries by assisting in the planning, development, and implementation of programs and policies related to the shellfish resource and matters pertaining to the conservation and management of shellfish resources throughout the State. It is important that each member does their best to be available to communicate with Bureau staff as needed (e.g., raising issues, representing each member’s constituency, etc.).

Council Nomination and Appointment Procedures

All Council members are appointed by the Governor, with the consent of the Senate. Each section of the Council shall annually elect a chairman and a vice-chairman of the Council, whereby the vice-chairman shall exercise the duties of the chair in his/her absence. The two chairs of the Shellfisheries Council serving on the New Jersey Marine Fisheries Council are not permitted to serve as that Council’s chairperson.

For more information regarding the appointment process, contact the Governor’s Appointments Office at 609-777-0251 or visit <http://nj.gov/governor/admin/bca/> for further direction.

Term of Appointment

Each member shall serve a term of four (4) years and shall serve until a successor has been qualified and appointed. Any vacancies in the membership of the Council occurring other than by expiration of term shall be filled by the Governor, with the advice and consent of the Senate, for the unexpired term only. Any member of the Council may be removed from office by the Governor, for cause, upon notice and opportunity to be heard. All appointed members shall serve after the expiration of their terms until a successor is appointed.

COUNCIL	NAME	COUNTY	EXPIRATION
Atlantic	Paul Felder	Cape May (1/1)	6/22/2022
Atlantic	Walter L. Johnson III	Ocean (1/1)	3/24/2023
Atlantic	George Mathis	Burlington (1/1)	3/24/2022

Atlantic	Vacant	Atlantic (1/1)	
Atlantic	Vacant	Monmouth (1/1)	

Code of Conduct

Council members are responsible for upholding the integrity of the Council and that of the State of New Jersey. No member shall engage in criminal or disgraceful conduct prejudicial to the Council, any other member or the State of New Jersey. Members, while required by statute to be active, practicing members of the industry, should avoid where possible direct or indirect financial interest that conflicts with the fair and impartial conduct of official duties and should recuse themselves when voting on issues directly related to their businesses. Any infractions to this code that are brought to the attention of Council shall be forwarded in a letter from Council Chair to the Assistant Commissioner of NJ's Fish and Wildlife. The Governor shall have the sole authority to consider allegations of breaches of this code, including appeals from members alleged to be in violation. The Governor may remove any member of Council for cause upon notice and opportunity to be heard.

Notice of Meetings

All meetings are held in accordance with The Open Public Meetings Act (OPMA), popularly known as the "Sunshine Law," which became effective on January 19, 1976 (PL 1975, ch. 231). Adequate public notice means written advance notice of at least 48 hours, giving the time, date, location and, to the extent known, the agenda of any regular, special or rescheduled meeting. An annual meeting schedule will be announced by NJ Fish and Wildlife by December of each year for the following calendar year (<https://dep.nj.gov/njfw/fishing/freshwater/fish-and-wildlife-councils-and-committees/#marine>). If an "emergency" meeting is deemed necessary, the Bureau shall comply with the minimum notification requirements of the OPMA. However, all attempts shall be made to avoid scheduling meetings with only 48 hours-notice, unless determined to be exigent and requiring immediate attention/action.

Meetings

The Council meets monthly (or at times, every other month) to conduct business related to New Jersey's shellfish and aquaculture industries and resource management matters. The Atlantic Coast Section attempts to schedule all meetings at 6:00 pm on the 3rd Monday of every month beginning in January but this can vary based on availability of meeting venues. The Council can meet at other times at the call of the Council Chair or conduct meetings of committees, advisory panels or other groups that are established to assist in carrying out the Council's responsibilities. Regularly scheduled Council meetings, and any meetings where a quorum of Council members is expected to attend, shall be open public meetings.

The presence of a majority of the Council members shall constitute a quorum at each meeting. Currently, the Atlantic Coast Section has only three (of five) appointed members. The current quorum requirement for the Atlantic Coast Section is two members. This section of the Council has not had a full complement of members since February 2006.

Should sufficient information be available that a majority of Council members are unable to attend a given meeting, the Bureau of Marine Habitat and Shellfisheries (Bureau) will notify Council members

that the meeting is to be canceled for lack of a quorum. The conduct of meetings of the Councils shall be governed by the current Edition of Robert's Rules of Order, Newly Revised. Questions of procedure will be determined by the Council Chair of the meeting. Council decisions shall be made by consensus whenever possible. The Council Chair retains the right to call for a vote if it becomes apparent that a consensus cannot be reached on a decision that is considered vital.

The Bureau shall designate a staff person(s) to support the Council in order to prepare and distribute meeting agendas, meeting summaries and support information; arrange for meeting space; and secure materials and/or resources to facilitate meetings; and provide information and consultation regarding technical issues. In situations where the Council is hosting a meeting virtually (or in a hybrid scenario where there is both in-person and virtual attendance), Council members should do their best to attend in person if that option is available. Staff will attempt to get meeting materials distributed by email or US Mail to Council members approximately five (5) working days prior to the proceeding Council meeting. However, this will not always be possible given workload and competing priorities. Therefore, it is important that members remain flexible.

All Council members shall strive to adhere to the following:

Read distributed meeting minutes and materials in advance of meeting; actively discuss pertinent issues and seek input from the industry constituents you represent; prepare to communicate and discuss constituent's viewpoints at meetings; maintain regular and open lines of communication with constituents and staff, informing them on the status of the Council business and advice; attend meetings to ensure the duties of the Council are fulfilled; follow agenda; suggest solutions or compromises; and search for closure.

Attendance at Meetings

Council members are expected to strive to attend all regularly scheduled meetings of the Council as practical. Failure to attend three consecutively held meetings, except in the event of illness or other unforeseen event, will result in a letter of warning by the Council Chair or Vice-Chair. Continued absence by a Council member, if unexplained, will result in a request by the Council to the Commissioner and the Governor for the appointment of a new Council member.

Meeting Minutes, Summaries and Motions

All Council meetings are recorded and a summary capturing the primary discussion points, concepts, issues and decisions of the meeting shall be prepared as an official record of all Council meetings. The meeting summary is not a verbatim transcript; rather it is a concise summary of the main issues discussed at the meeting. The Bureau, as staffing levels allow, will strive to provide draft meeting minutes to Council members approximately five (5) working days prior to the proceeding Council meeting. Draft meeting minutes, with or without amendments, shall only be approved by a quorum of the Council members. Only approved meeting minutes of Council meetings may be distributed to non-members and posted to NJFW's website. Minutes of all Council meetings are compiled from recorded transcripts and posted on file at [NJDEP| Fish & Wildlife | Minutes of Fish and Wildlife Councils/Committees Meetings](#).

Bureau staff shall maintain a master file of Council meeting agendas, meeting minutes, and meeting support information. Council members may make a motion which shall be recorded as part of the meeting motions/action items summary. If a motion is seconded, it shall be followed by an equitable amount of time for discussion amongst members and an equitable amount of time for public comment prior to a vote being taken. A recommendation made on behalf of a Council-appointed Committee should be given strong consideration by the Council for potential adoption as a motion at a regularly scheduled meeting - however, a committee recommendation is not binding and does not enter as a standing motion. A committee's recommendation still requires formal adoption on a motion made by Council member and requires a second by a Council member as any other motion would. Discussion shall be limited and focused on the merits of the pending motion or issue. Any made, and seconded, motion shall be transcribed by staff and will be repeated for the public to see and review prior to any vote. The Chair is responsible for allocating discussion and public comment time, ideally prior to a motion being adopted. A motion must be approved by the majority of the Council members in order to be adopted.

Official correspondence generated by the Council will be shared prior to distribution. However, when time is of the essence, Council-requested correspondence may be approved by the Council Chair alone. When the chair approves correspondence, the Bureau assumes that it is the will of the entire Council membership. Copies of any correspondence transmitted by the Council shall be provided to all Council members via U.S. Mail or if a meeting is forthcoming in a reasonable amount of time (5-10 days), it can be provided as part of the proceeding meeting. Likewise, correspondence received by staff on the Council's behalf will be forwarded to the members if time sensitive. Otherwise, correspondence received will be presented at the next regularly scheduled meeting.

Agendas

Draft agendas for all Council meetings are created by the Bureau's staff liaisons and/or the Chief of the Bureau of Marine Habitat and Shellfisheries. This is done in consultation with the respective Council Chairs. A preliminary meeting schedule is typically submitted to the Secretary of State approximately five (5) working days (if not earlier) in advance of the scheduled meeting in the form of a general meeting notice. Additional notice is also provided to the Atlantic City Press and NJ Advance Media news outlets. Further, the known agenda is posted on the NJFW's website in advance of the meeting along with any other supporting documentation, such as minutes from previous meetings and the Secretary of State notice.

The Bureau shall provide the Council with an agenda and meeting support information at the Council meeting. Bureau staff shall strive to provide timely draft minutes to the Council sections in advance of the proceeding meeting. A consent agenda will be approved at the beginning of each meeting. If a member wishes to add or remove an agenda item, the Council chair can entertain those motions through a vote. Approving each consent agenda should be the first order of business following the reading of the Sunshine Law Act and prior to proceeding with meeting business. Typically, if members wish to have issues or topics added to the agenda, it is their responsibility to communicate that need ideally through the chairperson in advance of the meeting or as the meeting begins. In these cases, like with all other issues, the Chair should ensure that adequate public input was provided prior to any votes or Council action.

Each agenda shall generally provide the following items:

- a brief license, tag or revenue report, where appropriate.
- presentation, consideration and/or approval of minutes,
- leased ground transactions (leases for consideration, decision, transfers),
- oyster dredge vessel license transactions or other license consolidation actions (if appropriate),
- old business,
- new business,
- next scheduled meeting date, time and location

Executive Session

When confidentiality is important or legally necessary, the Council may go into “executive” (closed) session. For example, the Council may be presented with legal advice by the State and that advice may be considered as Attorney-Client Privileged. This option is not often exercised and is only used to discuss sensitive or legal matters that may not be appropriate to discuss publically. When an executive session is needed, all members of the Council have the right to be present. The Council will strive to designate an executive session formally on the agenda and announce in advance as part of the OPMA notification, so the public is aware. The Council will strive to not make motions while in executive session but to only deliberate issues. The meeting will be reopened to the public following the executive session by motion of Council. Any needed motions will be made in a regular open session. If an action (motion) is made in executive session, the meeting will be reopened, and the motion will be placed in the regular record by typical majority vote but retaining the confidentiality of the deliberations.

Public Comment

Council meetings shall be open public meetings. Public comments may be received during the meeting at the discretion of the Council Chair. The public may speak on any issue at a regularly scheduled Council meeting, except that proper administrative procedures shall be followed.

For topics that are not on the agenda, the Council Chair will designate a time during new business and decide how to allocate the available time on the agenda to the number of people who want to speak. For topics that are on the agenda, and prior to any Council action, the Council Chair will provide for opportunity for public comment, considering the time allotted on the agenda for the topic.

During the course of the meeting, particularly during the public comment session, members of the public are expected to show courtesy and respect to each other, Council members and State representatives. Public comments should be germane to the specific matter/subject at hand. The Chair will allocate a reasonable amount of time to a commenter (“speeches” should not be given). Depending on the size of the agenda, the Chair reserves the right to limit public comment to a specified time (typically two to three minutes). If a member of the public becomes a nuisance or disrupts the normal course of business of the meeting, that person should be asked to leave or if the disruption continues, the Chair should entertain a motion to adjourn the meeting on majority vote of Council, even if items remain on the agenda.

Special Meetings

On occasion, there may be instances where an issue arises that cannot wait until the next scheduled meeting or when an item is of such critical or timely nature that an entire meeting shall be devoted to only that subject. Typically, this is a meeting that is held between regularly scheduled meetings or to discuss one major subject. For example, the Delaware Bay Section routinely has a single special meeting each spring to discuss the annual oyster fishery quota setting process. These special meetings still require full compliance with the OPMA, but the scope of the agenda is limited and does not handle administrative business or other “housekeeping” matters. In the case that a special meeting is required, all required public notifications will be provided and said meeting will not occur prior to 48 hours-notice being provided. The Council and the Bureau will aim to only hold special meetings when the matter is deemed to be either critical to the industry and/or the resource or the matter requires the meeting be wholly devoted to said subject.

Officers

The Council Chair shall have general charge and supervision over, and responsibility for the business and affairs of the Council. The Chairs of each section shall also serve on the NJ Marine Fisheries Council (NJMFC). The Council Chair shall have the general powers and duties of management usually vested in the office of the Chair of the Board of a corporation. The Council Chair shall also have the full authority to call meetings as necessary for the conduct of the Council's business. The Council Chair should strive to create an atmosphere in which all members can feel free to provide any point of view. The Council Chair should be impartial but has the same rights as the other Council members especially in debate and voting, however engaging in debate or in support/against a particular issue, the Council Chair should turn the meeting over to another Council member who will remain impartial. During roll call votes, the Council Chair shall be called last and vote only if necessary. In the Chair's absence, the Council's Vice Chair shall perform the aforementioned duties of the Chair, with the exception of representing the Council at the NJMFC [the recommendation is to avoid this for the sake of continuity of ongoing discussions happening at the MFC).

Voting/Conflict of interest

A member of the Council shall strive to avoid voting on issues before the Council that would have a "significant and predictable effect" on the member's own financial interest. For purposes of this subdivision, "significant and predictable effect" means that there is or may be a close causal link between the decision of the Council and an expected disproportionate financial benefit to the member that is shared only by a minority of persons within the same industry sector. A member of the Council shall not use the member's official position as a member of the Council to secure any special privilege or exemption of substantial value for any person. No member of the Council shall, by the member's conduct, create an appearance that any person could improperly influence the member in the performance of the member's official duties. The member should abstain or recuse themselves whenever there is a potential conflict, and this should be clearly reflected in the minutes.

Expenses

Members of the Council shall serve without compensation but are eligible to receive reimbursement for expenses actually incurred in attending meetings of the Council and performance of their duties as

members thereof including mileage on personal vehicles and tolls. Reimbursement rates are based on State established rates for mileage. All reimbursement paperwork needs to be submitted to the Bureau at least four weeks prior to the end of the fiscal year (June 1) to ensure there are sufficient funds and ample time to process the paperwork.

Council Committees

The Council shall convene Committees when necessary to discuss issues for a particular segment of the resource management program or to discuss industry matters. These Committees can consist of Council members up to a quorum. In those instances, the OPMA procedures shall be followed. If Council attendance on a committee is below the quorum level for that section, the OPMA public notification of the committee meeting is not necessary. Due to the additional notification and reporting (e.g., OPMA, minutes, etc.) burden placed on staff, the Council should strive to not have quorums present at Committee meetings. A minimum of one Council member must serve on each standing committee and a Council member will typically serve as Committee Chair, unless otherwise determined. The Committees will advise the Council on matters related to the management of the shellfish resource, the shellfish industry as well as issues related to shellfish aquaculture and leasing.

Committee Status

During the fall of each year, the Bureau shall provide to the Council a list of all standing committees and their most recent charge, a status summary of the past year's activities as well as a full list of advisors. At the January meeting each year, each section shall review all standing committees and review their status. The Council shall assign a status to each committee (*active*, *adjourned* or *closed*).

- ⊕ *Active* means that the committee will stay operational and available should the Council wish to engage them for assistance.
- ⊕ *Adjourned* means that the group is not expected to meet but will remain composed should their assistance be needed during the calendar year.
- ⊕ *Closed* means that the committee and its roster is concluded entirely since the Council does not expect that their support will be required during the year.

Appointment and Reappointment Process

All Council appointees to specific committees shall be approved by a full Council motion. When appointing to committees, the Council should always strive to find balance and parity depending on the issues at hand. Consideration or solicitation of committee candidates can be provided via written or email solicitation by the Bureau on Council's behalf or advertised on meeting agendas. Like the Marine Fisheries Council, a formal application process will be used to allow the Council to better understand the background and experience a committee member will bring to a specific committee. Each appointed Committee will be considered an 'active' committee unless the committee status is otherwise established by Council motion (see *Committee Status* above).

Committee members are appointed to a two-year term and may be reappointed to a new two-year term at the pleasure of the Council (without reapplying). Typically, committee membership should not exceed two terms (i.e., a total of four years). However, committee advisors can remain on a committee beyond the two terms, but this will require the advisor to go through an application and reappointment process with the approval of the Council. Prior to reappointing advisors, the Bureau will provide the Council with

information regarding how active and responsive the committee member was in their committee assignments. Factors such as scarce participation when present at meetings or lack of attendance should be heavily factored by the Council prior to any reappointment.

General Committee Guidance

1. In addition to the Council member(s), each Committee will have an appropriate number of industry committee advisors depending on the charge to ensure meetings are manageable and productive. The number of advisors on a given Committee will vary depending upon the subject matter and the issue but shall generally be comprised of no more than 10 total members. If deemed necessary, the Council may choose to adopt a more stringent application process for a given committee depending on the issue at hand. The Council should also avoid appointing committee advisors to more than two (2) standing committees to assure fair and evenhanded opportunity for all interested parties to be involved in shellfisheries management and aquaculture discussions. Further, the Council should ensure that all relevant “sectors” of the industry are adequately represented (e.g., oyster dredgers, structural growers, wild clammers, clam growers, etc.). When deliberating separate issues at the committee level, committee advisors should do their best to weigh the effect of plans and policies on all industry members and various sectors, on natural resources, impacts to local economies, on public access and use; enforcement problems unique to each issue with emphasis on the anticipated need for enforcement resources; and other information as requested. Moreover, the impact an action could have on Bureau staffing levels and priorities of the various Department units should also be weighed.
2. Council committees shall be composed of appropriately licensed committee advisors who are either actively engaged in the harvesting, culturing or processing of, or are knowledgeable or interested in the protection and management of the shellfish resource or shellfish industry of the State. Appointments should also attempt to reflect, where appropriate, expertise and interest from the standpoint of the State’s geographic range or region. Some issues may be regional in nature, and the appointments should strive to ensure regional representation of industry, other interested user groups, and/or the economic and social groups encompassed in the Council's geographical area of concern. Committee advisors are encouraged to speak with constituents and organizations in their region, or associated with their industry sector (e.g., structural aquaculture, commercial oyster fisherman/dredger, wild clammer, oyster tonger, etc.). It is hoped that committee advisors provide input from the community and industry sector they represent at the meeting and not just provide input from their own perspective based on their own interests.
3. Council committee advisors shall be notified if the Council wishes to charge them with a subject matter to deliberate. The Bureau will notify the committee advisors of the meeting date and location at least seven (7) days in advance of each meeting. The Bureau will attempt, as staffing permits, to make available pertinent information prior to scheduled meetings to help ensure a productive meeting. Committee advisors should be responsive to staff inquiries

regarding their planned attendance at a meeting (staff will typically inquire within 48 hours). There are no proxy designations for committee advisors if said member is unable to attend.

4. Committee advisors are expected to attend and participate in all regularly scheduled meetings of which they are a member. Failure to attend two consecutive meetings, except in the event of illness or other unforeseen event, may result in a notice of warning by the Committee Chair and/or Council. Committee advisors should notify the Committee Chair or Bureau staff if they are unable to attend. Continued absence by a committee member, if unexplained, may result in a request by either the Committee or Bureau to solicit applications for the appointment of a new committee replacement. If a committee member is unable to attend four regularly scheduled Committee meetings for any reason, the Bureau will review the situation with the Committee and Council Chair and will recommend to the Council that the member be removed and an alternate designated.
5. Committee meetings are by invite only and are not open public meetings, unless otherwise noted. Anyone not officially listed as a committee member – by formal Council action – will be asked to leave the meeting. A non-member can be requested or invited to attend a meeting if in the interest of the committee when discussing issues. This must be approved in advance by the Committee chair. However, that public non-committee member may not vote on committee recommendations (if official committee votes are held).
6. A summary of the meeting will be drafted by the Bureau and will be reviewed and approved by the Committee Chair. At the Council's discretion, a short summary of the committee meeting is provided to the Council (by the Committee chair) and the full meeting summary is added to that meeting's minutes. Public comment may be taken on the summary or report at the discretion of the Council Chair. The Council may decide to not entertain interim reports until a full committee recommendation document is forwarded by the Committee. The meeting summary will generally be quite brief and is not a verbatim transcript, nor are they considered minutes. The summary will provide an overview on the salient topics and issues discussed, general ideas and concepts provided by the committee advisors, any consensus opinion(s) reached by the committee advisors(if applicable or determined) and the Council committee recommendations (if applicable or determined). Any formal recommendations by the Committee may be considered a Council motion; however, that does not guarantee that their recommendations will be heard or approved by the Council. All committee recommendations require a full Council motion for adoption.
7. Although Committee meetings are not open to the public, any information presented at these meetings may at some point be distributed to the public. During deliberations, documents may be labeled as "Not for Distribution." Labeling in this manner is a temporary action and allows for deliberation to continue prior to going the Council for public debate. This will allow constituents to see information and develop public comment on upcoming meetings while also ensuring that the public is not misinformed of preliminary discussions that could be construed as final decisions by the Council. Any item labeled "Not for Distribution" that is

distributed by a committee member may result in removal from that Committee and/or any other Committee of which they are a member.

Atlantic Coast Section Standing Committees

No.	Committee Name	Purpose	Appointment Date	Contact Information
1.	Leasing Committee	Review and advise DEP on leasing policies.		
	<i>Membership/Affiliation</i>	1. X 2. X 3. X 4. X 5. X		
2.	Regulatory Committee	Review Leasing Administrative Code; recommend revisions as necessary		
	<i>Membership/Affiliation</i>	1. William Avery 2. William Elmer 3. Dale S. Parsons 4. Donald Otto 5. John Maxwell 6. Jordan LoPinto 7. Keith Craffey 8. Kevin Kirk 9. Luke Williams 10. Edward Gaine 11. Thomas Burke 12. Eric Parker 13. William Mayer IV 14. Gary Cottrell 15. William Wills	February 12, 2024 February 12, 2024 February 12, 2024 February 12, 2024 February 12, 2024 February 12, 2024 February 12, 2024 February 12, 2024 February 12, 2024 February 12, 2024 February 12, 2024 February 12, 2024 February 12, 2024 February 12, 2024 March 18, 2024	
2.	Structural Aquaculture Committee	Provide information to the Council on issues or important topics impacting structural aquaculture		
	<i>Membership/Affiliation</i>	1. Dale S. Parsons 2. Matthew Matusky 3. Jordan LoPinto 4. Matthew Hender 5. Chuck Gehman 6. Matthew Gregg 7. Thomas Burke	July 10, 2023 July 10, 2023 July 10, 2023 July 10, 2023 July 10, 2023 July 10, 2023 July 10, 2023	